

**PROCEEDINGS OF THE BROWN COUNTY BOARD OF SUPERVISORS**

**JULY 17, 2013**

Pursuant to Section 19.84 and 59.14, Wis. Stats., notice is hereby given to the public that the REGULAR meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** was held on **Wednesday, July 17, 2013, at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order at 7:00 p.m.

Invocation.

Pledge of Allegiance to the Flag.

Present: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Evans, Vander Leest, Zima, Buckley, Landwehr, Dantine, La Violette, Williams, Kaster, Van Dyck, Jamir, Robinson, Clancy, Campbell, Moynihan, Lund, Fewell

Excused: Steffen, Carpenter

Total Present: 24                      Total Excused: 2

**No. 1 -- ADOPTION OF AGENDA.**

A motion was made by Supervisor Nicholson and seconded by Supervisor De Wane **“to adopt the agenda”**. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 2 -- COMMENTS FROM THE PUBLIC:**

- a) Must be limited to items not on the agenda.
- b) State name and address for the record.
- c) Comments will be limited to five minutes.
- d) The Board’s role is to listen and not discuss comments nor take action of those comments at this meeting.

No one wished to address the County Board.

**No. 3 -- APPROVAL OF MINUTES OF JUNE 19, 2013**

A motion was made by Supervisor Hoyer and seconded by Supervisor Dantine **“to approve the minutes of June 19, 2013.”** Voice vote taken. Motion carried unanimously with no abstentions.

**No. 4 -- ANNOUNCEMENTS OF SUPERVISORS.**

Supervisor Hopp thanked everyone for their participation in the Syble Hopp Golf Outing. Mr. Hopp extended a special thank you to Supervisor Al Jamir for all his assistance and support. It was greatly appreciated.

Supervisor Hopp expressed that his thoughts and prayers are with the injured Highway worker who was hit by a car while working on the highway and stated his concerns for people speeding in work zones and inattentive driving. He implored the community to slow down and pay attention.

Supervisor Erickson announced that August 17<sup>th</sup> at the Brown County Fair is Veterans Appreciation Day; there would be a big tent with one stop shopping and there would be a 50 Year Commemorative Ceremony paying tribute to the Vietnam Veterans. All Veterans in attendance will be presented with a commemorative medal. Mr. Erickson also stated that there is no charge into the fair for Veterans, Active Military and their spouses. Tickets are available at the Brown County Veterans Office; Aging & Resource Center; and other various locations. If unable to find the tickets contact Mr. Erickson and he will make sure that they are delivered.

Supervisor Erickson stated that in the Chamber of Commerce magazine, Tom Miller, Director, Austin Straubel International Airport was featured for the Economic Development at the Airport and congratulated Mr. Miller.

Supervisor Vander Leest announced that the Brown County Golf Course is open; the fees are \$9.00 for nine holes and \$18.00 for eighteen holes. The temporary greens and the golf course itself are in very good condition.

Supervisor Vander Leest stated that the August 15<sup>th</sup> Education and Recreation Committee would be held at the Brown County Fairgrounds commencing at 5:30 p.m. with a tour of the fair. Mr. Vander Leest invited anyone that was interested to attend.

Supervisor Lund announced Saints Edward and Isadore Parish is having their Annual Fall Festival on August 18<sup>th</sup> and invited all to attend.

Supervisor Evans announced Annunciation Parish is having their Church picnic on Sunday, August 11<sup>th</sup> after the 10:00 service. Mr. Evans invited all to attend for food, booyah, fun and games.

Supervisor Campbell expressed her appreciation for all the well wishes and condolences with respect to the passing of her Mother. Ms. Campbell thanked the County Executive, County Board and employees of Brown County for their thoughtful cards and prayers.

Supervisor Van Dyck explained the purpose of the 1<sup>st</sup> Tee in Golf. The Annual 1<sup>st</sup> Tee Conference is scheduled for July 24<sup>th</sup> in San Diego, California. There are approximately 200 candidates that apply to attend and Mr. Van Dyck presented two from the Northeast Wisconsin Area that were chose. Mr. Van Dyck presented Megan Lane, Senior, Southwest High School and Alex Van Dyck, Sophomore at Ashwaubenon High School as the representatives of Northeastern Wisconsin.

Supervisor Robinson announced that from August thru November there would be Poverty Simulation Programs throughout the County and urged the community to be involved in this worthwhile program.

Supervisor Robinson announced the next three Tuesdays, 6:30 p.m. to 8:00 p.m., are “Knights on the Fox” in De Pere and invited all to attend.

Supervisor Robinson announced the upcoming Public Input Listening Sessions in September. The first is September 4<sup>th</sup> in the Green Bay Council Chambers and September 12<sup>th</sup> at Wrightstown High School and he invited everyone to attend and participate.

Supervisor Fewell announced Pulaski Polka Days start on Thursday night and end Sunday with a parade. Mr. Fewell invited everyone to attend the best event in Brown County.

Supervisor Sieber mentioned his children participated in the Zoo Camp and it was great fun as well as educational and encouraged everyone to involve their families in a very worthwhile program.

Supervisor Williams announced that he is resigning his position as Brown County Supervisor District 15<sup>th</sup> effective August 21, 2013. His employer Georgia Pacific has offered him a position in Florida so he will be relocating to that area and is unable to fulfill his duties as Brown County Supervisor. It is with great sadness Mr. Williams leaves this office and he thanked the County Board and his constituents for allowing him to serve on the Board. Supervisor Williams enjoyed working with each and every one of you and wished everyone well.

Chairman Moynihan acknowledged Supervisor Williams resignation and wished him the best in all he does and he will be greatly missed on the County Board.

**No. 5 -- COMMUNICATIONS. NONE.**

**Late Communications:**

**No. 5a -- FROM SUPERVISOR NICHOLSON RE: REVIEW A POSSIBLE CONTRACT BETWEEN BROWN COUNTY SHERIFF'S DEPARTMENT AND BROWN COUNTY HOUSING AUTHORITY/ICS TO ASSIST WITH HOME INSPECTIONS POSSIBLE ACTION.**

Refer to Housing Authority and Public Safety Committee.

**No. 5b -- FROM SUPERVISOR ROBINSON RE: THE BROWN COUNTY BOARD OF SUPERVISORS CONSIDER A RESOLUTION OF SUPPORT FOR EFFORTS TO ADDRESS THE ISSUE OF HOMELESSNESS IN THE BROWN COUNTY COMMUNITY, ESPECIALLY THE WORK FOR HOPE GROUP AND OTHER COMMUNITY ORGANIZATIONS.**

Refer to Human Services Committee.

**No. 6 -- APPOINTMENTS.**

**County Executive**

**No. 6a -- APPOINTMENT OF JEREMY KRAL AS THE EXECUTIVE DIRECTOR OF BROWN COUNTY HUMAN SERVICES**

A motion was made by Supervisor Hopp and seconded by Supervisor Clancy “**to approve the above appointment**”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 6b -- APPOINTMENT OF PAUL GAZDIK AS THE EMERGENCY MANAGEMENT DIRECTOR**

A motion was made by Supervisor Nicholson and seconded by Supervisor Hoyer “**to approve the above appointment**”. Voice vote taken. Motion carried. Supervisor Kaster voted nay.

**No. 6c -- APPOINTMENT OF ADAM DE KEYSER TO THE HOUSING AUTHORITY FOR THE REMAINDER OF A FIVE (5) YEAR TERM EXPIRING APRIL 30, 2015**

A motion was made by Supervisor Nicholson and seconded by Supervisor Van Dyck “**to approve the above appointment**”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 7a -- REPORT BY COUNTY EXECUTIVE.**

County Executive Streckenbach extended his condolences to Supervisor Campbell in the loss of her mother.

Executive Streckenbach wished a speedy recovery to the Highway Employee who was hit by a car this morning while working on the road. Mr. Streckenbach understands that the employee is in good condition.

County Executive Streckenbach spoke on the financial aspects of this years' budget as well as the budgets in the future and stated tougher times are ahead.

**No. 7b -- REPORT BY BOARD CHAIRMAN.**

Chairman Moynihan extended his condolences to Supervisor Campbell in the loss of her mother.

Chair Moynihan stated Supervisor Williams will be missed and announced he would have a press release on Thursday for anyone interested in the position of Brown County Supervisor District 15 seat to send their request no later than August 2<sup>nd</sup>.

**No. 8 -- OTHER REPORTS. NONE.**

**No. 9 -- STANDING COMMITTEE REPORTS:**

**No. 9a -- REPORT OF ADMINISTRATION COMMITTEE OF JUNE 27, 2013**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on June 27, 2013 and recommends the following motions:

1. Review of minutes:
  - a) Housing Authority (May 20, 2013). Receive and place on file.
  - b) Commendation – Approval of Commendation Honoring Jeff Fonferek and Pearly Gates. To refer to the County Executive for drafting of Commendation.
2. Communication from Supervisor Steffen re: Amendment to Resolution #10h, upon passage of Resolution #10h. Brown County shall begin submitting monthly invoices for all costs associated with the referenced resolution to the following state-level offices and departments: Department of Administration, State of Wisconsin; Office of the Governor; Association of State Prosecutors (cc: via e-mail only); Office of every State Government Assembly and Senate representing Brown County (cc: via e-mail only); Wisconsin State Journal (cc: via e-mail only); Green Bay Press Gazette (cc: via e-mail only). To refer to the County Executive's office for creating and distributing a quarterly communication to the Board, state legislators and the media regarding our concerns with the issue and other prorated matters.
3. Communication from Supervisor Nicholson re: Review the position of Deputy Corporation Counsel. Receive and place on file.
4. Information Services – Director's Report. Receive and place on file.
5. Child Support – Director's Report. Receive and place on file.
6. *Items 6 – 18 were removed from the agenda.*
19. Dept. of Admin. – 2013 Budget Adjustment Log. Receive and place on file.
20. Dept. of Admin. – Asset Maintenance Fund Expenditures. Receive and place on file.
21. Dept. of Admin. – Budget Adjustment Request (13 – 53) Category 4: interdepartmental reallocation or adjustment (including reallocation from the County's General Fund) To approve the budget adjustment in the amount of \$75,614.00.
22. Dept. of Admin. – Director's Report. Receive and place on file.
23. Human Resources – Budget Status Financial Report for April and May, 2013. Receive and place on file.
24. Human Resources – Activity Report for May, 2013. Receive and place on file.
25. Human Resources – Changes in Short-term Disability Plans. Receive and place on file.
26. Human Resources – Changes in Health Insurance Plan. Receive and place on file.
27. Human Resources – Director's Report. Receive and place on file.
28. Corporation Counsel – Closed Session: the Administration Committee will convene in closed session to confer with legal counsel regarding the pending litigation in Getmor Enterprises, LLC v. Brown County, et al., U.S. District Court for the Eastern District of Wisconsin, Case No. 12-C-633. Per Wis. Stats., § 19.85(1)(g), a closed session may be

held for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved.

- i) To enter into closed session.
- ii) To return to regular order of business.

29. Audit of bills - To pay the bills.

A motion was made by Supervisor Nicholson and seconded by Supervisor Hoyer **“to adopt”**. Supervisor Sieber requested Items #25 and #26 be taken separately. Voice vote taken on remainder of report. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Sieber and seconded by Supervisor Landwehr **“to take Items #25 and #26 in one vote”**. Voice vote taken. Motion carried unanimously with no abstentions.

Item #25 -- Human Resources – Changes in Short-term Disability Plans. COMMITTEE ACTION: Receive and Place on file.

Item #26 -- Human Resources – Changes in Health Insurance Plan. COMMITTEE ACTION: Receive and Place on file.

Supervisor Sieber asked Human Resources Interim Manager, Lynn Vanden Langenberg if the employees had been notified of these changes. Ms. Vanden Langenberg stated that the employees had not been notified as of yet. Mr. Sieber requested the employees be notified prior to the Budget meeting in November and Ms. Vanden Langenberg agreed.

A motion was made by Supervisor Sieber and seconded by Supervisor Landwehr **“to receive and place on file Items #25 and #26 as presented to the Board”**. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9b -- REPORT OF EDUCATION AND RECREATION COMMITTEE OF JULY 1, 2013**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EDUCATION & RECREATION COMMITTEE met in regular session on July 1, 2013 and recommends the following:

1. Review minutes of:
  - a. Library Board (May 16, 2013). Receive and place on file.
2. Communication from Supervisor Erickson re: No handicapped car/boat/trailer parking at the Suamico River Boat Launch. To give the information to Supervisor Erickson and receive and place on file.
3. Communication from Supervisor Vander Leest re: Create an ordinance requiring the Golf Course to create a Golf Course Maintenance Fund and a policy that splits excess revenue between 75% to the Golf Course Maintenance Fund and 25% to the General Fund. To review in September.

4. Park Mgmt - Parks Budget Status Financial Report for May, 2013. Receive and place on file.
5. Park Mgmt - Resolution re: To Approve a Consent to Easement for a Non-Exclusive Underground Electrical Line Easement Between the Wisconsin Department of Natural Resources and Wisconsin Public Service Corp. To approve. See Resolutions, Ordinances July County Board.
6. Park Mgmt - Request to approve park areas open for hunting during the 2013 season. To approve.
7. Park Mgmt - Parks Division - Assistant Director Report. Receive and place on file.
8. NEW Zoo - Budget Status Financial Report for May, 2013. Receive and place on file.
9. NEW Zoo - Budget Adjustment 13-54: Category 5: Increase in expenses with offsetting increase in revenue. To approve.
10. NEW Zoo - a. Operations Report for April, 2013.
  - i. Admissions, Revenue, Attendance Report.
  - ii. Gift Shop, Mayan Zoo Pass Revenue Report.
 b. NEW Zoo Education & Volunteer Programs Report.  
 c. Zoo Animal Collection Report for June, 2013.  
 d. Zoo Director's Report.'
  - i. To suspend the rules and take Items ai, aii, b, c, and d together.
  - ii. To receive and place on file Items ai, aii, b, c, and d.
11. Golf Course - Budget Status Financial Report for May, 2013. Receive and place on file.
12. Golf Course - Superintendent's Report. Receive and place on file.
13. Library - Budget Status Financial Report for May, 2013. Receive and place on file.
14. Library - Director's Report. Receive and place on file.
15. Museum - Budget Status Financial Report for May, 2013. Receive and place on file.
16. Museum - Attendance – Revenue May, 2013. Receive and place on file.
17. Museum - Request for General Fund Transfer. To draft a resolution to send to Administration Committee for \$100,000 transfer from general fund for appropriate access fund balance for production of Strategic, Interpretive Master, Centennial and Feasibility Plan. Passed 3 to 2.
18. Museum - Director's Report. Receive and place on file.
19. Resch Centre/Arena/Shopko Hall - Complex Attendance for the Brown County Veterans Memorial Complex. Receive and place on file.
20. Audit of bills. To approve.

A motion was made by Supervisor Van Dyck and seconded by Supervisor Vander Leest “**to adopt**”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9c -- REPORT OF EXECUTIVE COMMITTEE OF JULY 8, 2013**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on July 8, 2013 and recommends the following motions:

1. Review Minutes of:

- a) Brown County LEAN Steering Committee (May 2, 2013). Receive and place on file.
2. Vacant Budgeted Positions - Child Support – Clerk/Typist II - Vacated 4/1/13.
3. Vacant Budgeted Positions - Child Support – Child Support Clerk – Vacated 7/8/13.
4. Vacant Budgeted Positions - Circuit Court – Judicial Assistant – 7/2/13.
5. Vacant Budgeted Positions - Corporation Counsel – Assistant Corporation Counsel (Part-time) – Vacated 7/15/13.
6. Vacant Budgeted Positions - District Attorney – Legal Assistant II – Vacated 6/28/13.
7. Vacant Budgeted Positions - Health – Nurse Manager (Maternal Child Health) – Vacated 7/12/13.
8. Vacant Budgeted Positions - Health – Office Manager II – Vacated 8/1/13. (?)
9. Vacant Budgeted Positions - Information Services – Programmer/Analyst II – Vacated 5/28/13.
  - i) To suspend the rules and take Items 2 – 9 together.
  - ii) To approve Items 2 – 9.
10. Communication from Supervisor La Violette re: Identify county employees potentially affected by step increases so the Board can take appropriate actions. Refer to staff for further information.
11. Communication from Supervisor La Violette re: In support of our school district and out of respect for our entire great community, all of the people we represent, I propose passage of a resolution stating zero tolerance for bullying throughout Brown County government. To refer to HR to research what the current policy is on bullying and harassment and determine if there are changes needed based on other communities in the area.
12. Communication from Supervisor Erickson re: Have the County look into the idea of having our own clinic for our employees on the County medical insurance. Refer to staff to evaluate a possible onsite medical clinic and associated costs and report back within 60 days.
13. Legal Bills – Review and Possible Action on Legal Bills to be Paid. To pay the legal bills.
14. County Executive Report. Receive and place on file.
15. Internal Auditor Report.
  - a) Budget Status Financial Report for May, 2013. Receive and place on file.
  - b) Quarterly Status Update. Receive and place on file.
16. Resolution re: Change in Table of Organization Public Safety Communications Assistant Director of Public Safety Communications. To approve. See Resolutions, Ordinances July County Board.
17. Resolution re: Reorganization of the Port and Solid Waste Department. To approve. See Resolutions, Ordinances July County Board.
18. Changes in Short-Term Disability Plans. To approve the proposed changes to the Short-term Disability Plan.
19. Changes in Health Insurance Plan. To approve changes in the Health Insurance Plan.

A motion was made by Supervisor Vander Leest and seconded by Supervisor Buckley “**to adopt**”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9d -- REPORT OF HUMAN SERVICES COMMITTEE OF JUNE 26, 2013**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The HUMAN SERVICES COMMITTEE met in regular session on June 26, 2013 and recommends the following motions:

1. **Review Minutes Of:**
  - a) Aging & Disability Resource Center of Brown County Board (May 23, 2013).
  - b) Community Options Program Planning Committee (May 20, 2013).
  - c) Northeast Wisconsin Family Care Board of Directors (June 5, 2013).
  - d) Veterans' Recognition Subcommittee (May 21, 2013).
    - i) To suspend the rules to take 1 a-d together.
    - ii) To approve 1 a-d.
2. Veteran's Services – Budget Adjustment #13-50: Increase in expenses with offsetting increase in revenue. To approve.
3. Human Services Dept. – Executive Director's Report. Receive and place on file.
4. Human Services Dept. – Services Available to Youth Aging Out.
  - i) To suspend the rules to let interested parties speak.
  - ii) To return to regular order of business.
  - iii) Receive and place on file.
5. Human Services Dept. – EMR Hospital Redesign. Receive and place on file.
6. Human Services Dept. – Financial Report for Community Treatment Center and Community Programs. Receive and place on file.
7. Human Services Dept. - Statistical Reports.
  - a) Monthly Inpatient Data – Community Treatment Center.
  - b) Monthly Inpatient Data – Bellin Psychiatric Center.
  - c) Child Protection – Child Abuse/Neglect Report.
  - d) Monthly Contract Update.Receive and place on file Items 7a, b, c & d.
8. Human Services Dept. - Request for New Non-Continuous Vendor. To approve.
9. Human Services Dept. - Request for New Vendor Contract. To approve.
10. Audit of bills. To pay the bills.

A motion was made by Supervisor Hopp and seconded by Supervisor La Violette “to adopt”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9e -- REPORT OF PLANNING, DEVELOPMENT AND TRANSPORTATION  
COMMITTEE OF JUNE 24, 2013**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE met in regular session on June 24, 2013 and recommends the following motions.

1. Review minutes of:
  - a. Board of Adjustment (June 3, 2013). Receive and place on file.
  - b. Harbor Commission (March 11 & May 13, 2013). Receive and place on file.
  - c. Planning Commission Board of Directors (May 1, 2013). Receive and place on file.
  - d. Transportation Coordinating Committee (December 10, 2012). Receive and place on file.
2. Communication from Supervisor Dantine re: To have Brown County Highway review their Administration Charges to Local Municipalities and report to Planning, Development and Transportation Committee for review. To refer back to the Highway Department with a request to review administration charges to local municipalities, along with the possibility and legality of using bridge funds and report back.
3. Register of Deeds – Budget Status Financial Reports for January – April, 2013. Receive and place on file.
4. Planning Commission – Update regarding development of the Brown County farm property – standing item. Receive and place on file.
5. Planning Commission – Budget Status Financial Reports for March and April, 2013.
  - i) To suspend the rules to take 5, 6, and 7 together
  - ii) To receive and place on file 5, 6, 7.
6. Property Listing – Budget Status Financial Reports for March and April, 2013. *See action at Item 5 above.*
7. Zoning – Budget Status Financial Reports for March and April, 2013. *See action at Item 5 above.*
8. Airport – Budget Status Financial Report for May, 2013. Receive and place on file.
9. Airport – Director’s Report – Receive and place on file.
10. Port & Solid Waste – Resolution re: Regarding Reorganization of the Port and Solid Waste Department. To approve. See Resolutions, Ordinances July County Board.
11. Port & Solid Waste – Port 2013 Operating Plan – Request for Approval. To approve the Port 2013 Operating Plan.
12. Port & Solid Waste – Solid Waste 2013 Operating Plan – Request for Approval. To approve the Solid Waste 2013 Operating Plan.
13. Port & Solid Waste – BOW Recycling Facility 2<sup>nd</sup> Shift Letter of Support – Request for Approval. To approve.
14. Port & Solid Waste – Director’s Report – Receive and place on file.
15. Public Works – Recommendation and approval of bid for MHC Demolition Contractor – Project #1702. To approve the low bid of L&M Trucking in the amount of \$160,640.
16. Public Works – Summary of Operations. Receive and place on file.
17. Public Works – Budget Adjustment #13-53: Interdepartmental reallocation or adjustment (including reallocation from the County’s General Fund). To approve the budget adjustment in the amount of \$75,614.
18. Public Works – Director’s Report – Receive and place on file.
19. Audit of Bills. To pay the bills.

A motion was made by Supervisor Erickson and seconded by Supervisor Dantine “**to adopt**”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9ei -- REPORT OF LAND CONSERVATION SUBCOMMITTEE OF JUNE 24, 2013**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The LAND CONSERVATION SUB COMMITTEE met in regular session on June 24, 2013 and recommends the following motions.

1. Budget Status Financial Report for April, 2013. Receive and place on file.
2. Land & Water Conservation Department Five Year Work Plan. To approve.
3. Barkhausen Pike Rearing Restoration Phase 1: Brown County Project #1565A – Accept/Reject Low Bid. To reject the bids.
4. Director’s Report. Receive and place on file.

A motion was made by Supervisor Sieber and seconded by Supervisor Kaster “**to adopt**”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9f -- REPORT OF PUBLIC SAFETY COMMITTEE OF JUNE 26, 2013**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PUBLIC SAFETY COMMITTEE met in regular session on June 26, 2013 and recommends the following motions.

1. Review Minutes of:
  - a. Fire Investigation Task Force General Membership (March 7, 2013).
  - b. Fire Investigation Task Force Board of Directors (March 21, 2013)
  - c. Local Emergency Planning Committee – LEPC (March 12, 2013).
    - i) To suspend the rules and take Items 1 a – c together.
    - ii) Receive and place on file Items 1 a – c.
2. District Attorney – Update regarding the contract attorney and contract legal assistant position previously approved by the Board. Receive and place on file.
3. Public Safety Comm. – Budget Status Financial Report for April, 2013. Receive and place on file.
4. Public Safety Comm. - Resolution re: Change in Table of Organization Public Safety Communications Assistant Director of Public Safety Communications. To approve. See Resolutions, Ordinances July County Board.
5. Public Safety Comm. – Director’s Report. Receive and place on file.
6. Sheriff – Budget Status Financial Report for April, 2013. Receive and place on file.
7. Sheriff – Budget Adjustment Request (13-43) Category 2: Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification. To approve.
8. Sheriff – Budget Adjustment Request (13-52) Category 5: Increase in expenses with offsetting increase in revenue. To approve.

9. Sheriff's Report - Receive and place on file.
10. Medical Examiner – April through June, 2013 Brown County Medical Examiner Activity Spreadsheet. Receive and place on file.
11. Audit of Bills – To approve the bills.

A motion was made by Supervisor Buckley and seconded by Supervisor Clancy “to adopt”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 10 -- Resolutions, Ordinances:**

**No. 10a -- RESOLUTION TO APPROVE A CONSENT TO EASEMENT FOR A NON-EXCLUSIVE UNDERGROUND ELECTRICAL LINE EASEMENT BETWEEN THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES AND WISCONSIN PUBLIC SERVICE CORPORATION**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE  
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, Brown County (“County”) is the holder of an easement interest on the Fox River State Trail (“Trail”) by virtue of the Trail Management Easement entered into with the State of Wisconsin Department of Natural Resources (“DNR”) on August 28, 2000 as duly recorded Brown County Record Document No. 1769733 and the Correction Easement on December 12, 2001 as duly recorded Brown County Record Document 1863067 for purposes of constructing, developing, maintaining and operating the Trail by Brown County Park Department (hereinafter referred to as “Trail Manager”); and

WHEREAS, In accordance with the Trail Management Easement, as well as certain other documents relating thereto, the County is required to consent, through its execution of the attached Consent to Easement, to any additional easements granted by the DNR, as owner of the Trail and the property located thereon, which is more fully described in the Underground Electrical Easement attached hereto and incorporated herein by reference (“Electrical Easement”) provided, that the Trail Manager, who has final authority over issues relating to the management of the Trail corridor, is notified and consulted with in advance thereof; and

WHEREAS, Upon due notification and consultation to the Trail Manager, the DNR, as Grantor, now desires to enter into the Electrical Easement with Wisconsin Public Service Corp, as Grantee, to directional bore an electrical line conduit within the former railroad corridor of the Trail (“Electrical Line”) in a manner more fully described therein; and

WHEREAS, pursuant to the Electrical Easement, among other obligations, Wisconsin Public Service Corp, as grantee, is required to obtain approval from the Trail Manager before cutting, trimming, and/or removing any brush, trees, logs, stumps or branches which by reason of their proximity may endanger or interfere with the Electrical Line or the operation thereof; to hold the County, its Trail Manager, employees, officers and agents harmless in the event that the Trail Manager, its employees, officers or agents cause any damage to the Electrical Line; to protect, indemnify and save harmless the County, its Trail Manager, agents, officers and employees from and against any and all claims, demands, suits, liability and expense by reason

of loss or damage to any property or bodily injury including death, arising directly or indirectly out of acts or omissions by itself, as well as the Trail Manager, agents, officers or employees; and to obtain all necessary permits, approvals, and licenses and comply with all applicable federal, state, and local statutes, regulations, and ordinances in exercising any and all rights granted by the Electrical Easement.

WHEREAS, to allow Wisconsin Public Service Corp the ability to commence the work more fully described in the Electrical Easement as soon as possible, the Electrical Easement is being submitted in its final draft form for approval by the Brown County Board of Supervisors with the understanding that the final version will not contain substantive modifications thereto.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors consents to the attached Draft Underground Electrical Line Easement between the Wisconsin Department of Natural Resources and Wisconsin Public Service Corp and hereby authorizes execution of the Consent to Easement by the Brown County Executive.

Respectfully submitted,  
EDUCATION & RECREATION COMMITTEE

Authored by Corporation Counsel

Final Draft Approved by Corporation Counsel

Fiscal Note: This resolution does not have a fiscal impact; and therefore does not require an appropriation from the General Fund.

A motion was made by Supervisor Williams and seconded by Supervisor Hoyer **“to adopt”**. Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:           \s\ Troy Streckenbach, County Executive          

Date: 7/22/2013

**ATTACHMENTS TO RESOLUTION #10a**

## CONTRACT ROUTING FORM

(NOTE: Grey shaded areas must be filled in manually)

Date: June 13, 2013      Contract Effective Date: Upon Signature  
 Initiator: Doug Hartman      Department: Park Management      Ext: 4464

**Brief Description of Contract:**

Consent to easement for an underground electrical line on the Fox River State Trail. This easement is between WDNR and Wisconsin Public Service Corp, but since Brown County has an easement interest, we need to consent to the easement.

**Contract Type:** (For a definition of each, hover cursor over text. To check box, hover cursor over box and double-click)

- [Irrevocable Financing](#)       [Revocable Financing](#)  
 [Insurance](#)       [Purchasing](#)       [Employment-Related](#)      [Real Estate](#)  
 [Revenue](#)       [Intergovernmental](#)      X [Collaborative](#)       [Miscellaneous/Other](#)

<b>Name of Responsible Party</b> <small>(fill in based on contract type)</small>	<b>Signature</b> <small>(of Responsible Party)</small>	<b>Date Signed</b>
Development..... <u>Park Management</u> <small>(if multiple developers)....</small>		
<small>(if multiple developers)....</small>		
Review ..... <u>Corp Counsel</u> <small>(if multiple reviewers).....</small>		
<small>(if multiple reviewers).....</small>		
Approval:		
<input type="checkbox"/> Non-Cty Board ..... <small>(if multiple approvers) .....</small>		
<small>(if multiple approvers) .....</small>		
<input checked="" type="checkbox"/> County Board		
<u>Education and Recreation</u> Required Committee	<u>July 1, 2013</u> Next Meeting Date	<u>June 25, 2013</u> Agenda Due Date
_____	_____	_____
Required Committee	Next Meeting Date	Agenda Due Date
_____	_____	_____
Required Committee	Next Meeting Date	Agenda Due Date
Approved through full County Board and resolution signed by County Executive:		
		_____
		Date
Signature..... <u>County Executive</u> <small>(if multiple reviewers).....</small>	(must sign actual contract)	
<small>(if multiple reviewers).....</small>	(must sign actual contract)	
<small>(if multiple reviewers).....</small>	(must sign actual contract)	
<input type="checkbox"/> Signed original (or copy indicating where original is filed) to County Clerk		

Document Number	Document Title
-----------------	----------------

State of Wisconsin  
 Department of Natural Resources  
 Box 7921  
 Madison, WI 53707

**UNDERGROUND ELECTRICAL  
 LINE EASEMENT**

Section 23.09(10), Wis. Stats.  
 Form 2200-15

**THIS EASEMENT** made by and between the State of Wisconsin Department of Natural Resources (hereinafter referred to as "Grantor"), and Wisconsin Public Service Corp (hereinafter referred to as "Grantee").

**RECITALS**

**WHEREAS**, Grantee desires a permanent easement upon, within and beneath Grantor's land (hereinafter referred to as "easement area") for the purpose of boring, installing, operating, maintaining, repairing and an underground electric line as described herein;

**WHEREAS**, the location of the easement area on Grantor's land in Brown County, Wisconsin, is as shown on the attached Exhibit A (and made a part of herein) and located within the former railroad corridor, now known as the Fox River State Trail, described as a strip of land being twelve (12) feet wide crossing over and under the easement area with the center line described as follows:

Township 21 North, Range 20 East, Town of Wrightstown, Brown County, Wisconsin

Section 5: Commencing at the Southeast corner of Lot 65 of East Greenleaf Assessor's Plat, thence Northwesterly, 225' to a point on the Northerly right of way line of Klaus Street; thence S4°W, 400'; thence N80°W, 66' to a point on the East property line, also being the POINT OF BEGINNING; thence continuing N80°W, 50 feet to the West property line and Point of Termination.

**NOW THEREFORE**, in consideration of the sum of Five Hundred Thirty Dollars (\$530.00), the Grantor hereby conveys to the Grantee, its successor and assigns, a non-exclusive underground electrical line easement subject to the following terms and conditions

1. The easement shall be for an underground electric line for purposes of boring, installing, maintaining, inspecting, operating, repairing, and removing one (1) six (6) inch HDPE electrical conduit containing six (6) #1/0 aluminum 14.4 kv primary lines, together with all appurtenant equipment as deemed necessary by Grantee for the transmission and distribution of electric energy. No expansion or extension of the easement shall be allowed.
2. Brown County is the owner and holder of a Trail Management Easement on the Fox River State Trail for the construction, development, maintenance and operation of the State Trail by the Brown County Parks Department, hereinafter referred to as the Trail Manager.
3. The intent of this easement is to allow for installation of a single electrical conduit and six lines as described in 2 above by using the "boring" construction method. Any additional electrical lines or future upgrades will require Grantee to re-apply for a separate and new easement.
4. The Trail Manager shall be notified and consulted prior to any construction or maintenance of the electrical line and has final authority over issues relating to the management of the trail corridor.
5. The Grantee may cut, trim and remove any brush, trees, logs, stumps or branches which by reason of their proximity may endanger or interfere with the said electrical line or the operation thereof. Any such undertakings

Recording Area  
 Return:  
 Wisconsin Department of Natural Resources  
 ATTN: Facilities and Lands  
 P.O. Box 7921  
 Madison, WI 53707  
 PIN W-351

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shall be approved by the Trail Manager.

6. The title to the eased premises shall automatically revert to and revest in the Grantor without reentry upon the abandonment of the use of the same for electrical line purposes or upon non-use of the same for a period of two (2) years.
7. The Grantee assumes and agrees to protect, indemnify and save harmless the Grantor, Trail Manager, agents, officers and employees from and against any and all claims, demands, suits, liability and expense by reason of loss or damage to any property or bodily injury including death, arising directly or indirectly:
  - a. Out of the construction, installation, maintenance, operation, repair, replacement and removal of the lines; and
  - b. Out of any defect in the line or failure thereof.
8. This Easement shall be non-exclusive and the Grantor may use the above described premises and shall have the right to lease or convey other easements to one or more other person(s), company(ies) or other entity(ies), provided that any such subsequent use, lease, easement or conveyance shall not interfere with the Grantee's rights.
9. The Grantee shall contact the Trail Manager prior to commencing any construction or maintenance work.
10. The Grantee is responsible for determining the location of any existing utility lines located within the easement area and for any and all damages, costs or liabilities that result from any damages to these lines caused by the Grantee.
11. All buried underground lines will be placed at a depth of 36" below top of trail grade or more and a plastic "warning" tape or signage be placed above the lines to prevent accidental cutting.
12. The Grantee shall obtain all necessary permits, approvals, and licenses and comply with all applicable federal, state, and local statutes, regulations and ordinances in exercising any and all rights granted by this easement. If required by law, the Grantee shall apply for any and all Chapter 30 and 31, Wis. Stats., licenses, permits or approvals necessary for implementing the rights granted to the Grantee pursuant to this easement.
13. The Grantee shall maintain the area of this easement in a decent, sanitary and safe condition during construction, repair and maintenance, and at no time shall the Grantee allow its installation to cause a hazard or unsafe condition. Grantee shall accommodate trail users and protect them from any hazards during any construction process.
14. The Grantee shall allow continued public use and users shall have unrestricted right of way at all times of the Fox River State Trail across this location unless otherwise approved by the Trail Manager.
15. Relating to the trail portion:
  - a. The travel portion of the trail shall be restored to pre-construction/maintenance or better condition, using the same type and quality materials that meet the Grantor's Trail Design Standards and guidelines and as approved by the Trail Manager.
  - b. Warning signs and lights shall be placed informing trail users of any construction work or as otherwise directed by the Trail Manager. If needed, as determined by the Trail Manager, Grantee shall place passable barricades at entry points for trail users that require trail users to substantially reduce their speed and proceed single file. Barricade points must include signs stating that construction activities are taking place along the trail, listing a reduced speed limit, and indicating 2-way, single-file traffic.
  - c. Any excavations on or near the trail shall be covered nightly and in no case shall construction obstruct or interfere with trail use over a weekend period.
  - d. Any trail closure must be done only with written permission of the Trail Manager.
  - e. Any and all ground settling or trail surface damage caused by the exercise of the Grantee's easement rights within a five (5) year period from the date of construction is the sole responsibility of the Grantee and must be restored or repaired to pre-construction or better conditions using the same type and quality

10a

materials as approved by the Trail Manager. Upon failure to perform by the Grantee within twenty (20) days of notification by the Trail Manager of needed repairs or restoration, repairs or restoration may be contracted by the Trail Manager and the Grantee shall be liable for all costs associated with such repairs and restoration.

- f. Grantee shall not park or store any vehicles or equipment on the trail right-of-way at any time.
- g. Grantee shall not use the trail right-of-way for backing of any equipment unless a flag person is available.

- 16. This easement, in reference to the Fox River State Trail, is subject to future restoration and reconstruction of the right-of-way for rail service consistent with Section 208 of the National Trails System Act Amendments of 1983, Pub. L. No.98-11(16 U.S.C. 1247(d))
- 17. The Grantee shall comply with all applicable federal, state and local laws and regulations in exercising any and all rights granted herein.
- 18. If any provision of this easement shall be deemed invalid or unenforceable, the remainder of the easement shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.
- 19. This easement shall be construed and enforced in accordance with the laws of the State of Wisconsin.
- 20. This Agreement sets forth the entire understanding of the parties and may not be changed except by a written document executed and acknowledged by all parties to this Agreement and duly recorded in the office of the Register of Deeds of Brown County, Wisconsin.
- 21. Enforcement of this Agreement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this Agreement, either to restrain or prevent the violation or to obtain any other relief. If a suit is brought to enforce this Agreement, the prevailing party shall be entitled to recover its costs, including reasonable attorney fees, from the nonprevailing party.

IN WITNESS WHEREOF the Grantor has caused this instrument to be executed on its behalf this \_\_\_\_ day \_\_\_\_\_, 2013.

State of Wisconsin  
Department of Natural Resources  
For the Secretary

By \_\_\_\_\_ (SEAL)  
Douglas J. Haag, Natural Resources Acting Real Estate Director

STATE OF WISCONSIN     )  
  ) ss.  
COUNTY OF DANE         )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013, the above named Douglas J. Haag, State of Wisconsin Department of Natural Resources, to me known to be the person who executed the foregoing instrument and acknowledged that he executed and delivered the same as for the act and deed of said Department of Natural Resources.

\_\_\_\_\_  
\*  
Notary Public, State of Wisconsin  
My Commission (expires)(is) \_\_\_\_\_

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IN WITNESS WHEREOF the Grantee has agreed to and caused this easement to be executed on its behalf this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Wisconsin Public Service Corp

By \_\_\_\_\_ (SEAL)

By \_\_\_\_\_ (SEAL)

State of Wisconsin        )  
                                      ) ss.  
\_\_\_\_\_ County         )

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_ 2013, the above named \_\_\_\_\_ and \_\_\_\_\_, in their capacity as \_\_\_\_\_ and \_\_\_\_\_, to me known to be the persons who executed the foregoing instrument and acknowledged the same in the capacity therein stated and for the purpose therein contained.

\_\_\_\_\_  
\*  
Notary Public, State of Wisconsin  
My commission (expires) (is) \_\_\_\_\_

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**CONSENT TO EASEMENT**

**IN WITNESS WHEREOF, BROWN COUNTY**, c/o Troy Streckenbach, County Executive, Northern Building, 305 E. Walnut St., Room 120, Green Bay, WI 54301, being the holder of an easement interest which is for the construction, operation and management of the Fox River State Trail by virtue of said Easement between the State of Wisconsin Department of Natural Resources and Brown County as recorded on August 28, 2000 as Document No. 1769733 and as recorded on December 21, 2001 as Document No. 1863067 and as recorded on March 4, 2004 as Document No. 2100224 all in Brown County Records against said Premises, does hereby acknowledge, join in and consent to this electrical line easement, subject to the same terms and conditions as set forth herein, in the name of Wisconsin Public Service Corp on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_(SEAL)  
Troy Streckenbach  
Brown County Executive

STATE OF WISCONSIN     )  
                                  ) ss.  
BROWN COUNTY         )

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_ 2013, the above named Troy Streckenbach, County Executive to me known to be the person who executed the foregoing instrument and acknowledged the same in the capacity therein stated and for the purpose therein contained.

\_\_\_\_\_  
\*  
Notary Public, State of Wisconsin  
My commission (expires) (is) \_\_\_\_\_

This instrument drafted by:  
State of Wisconsin  
Department of Natural Resources  
CE-

10a

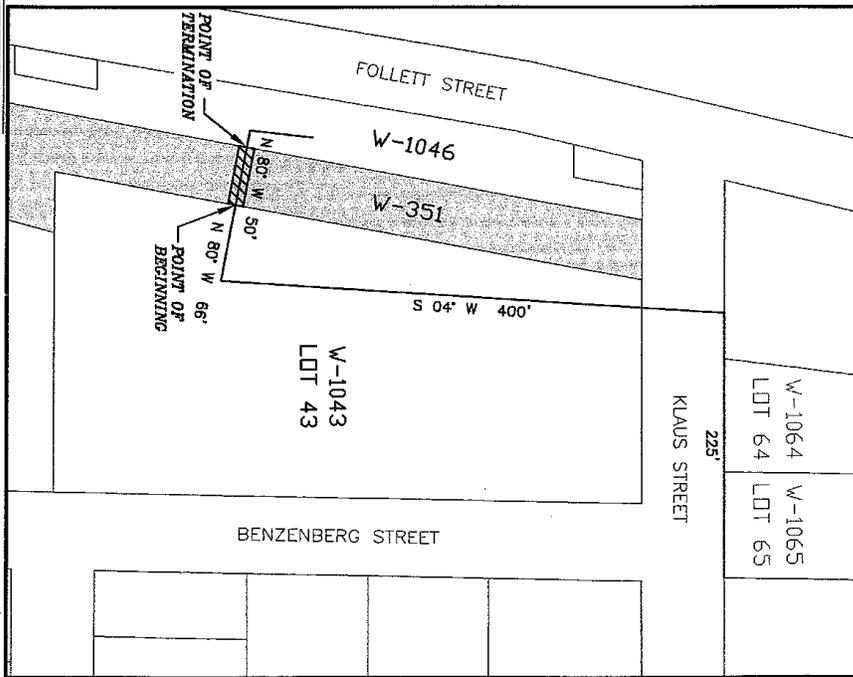
# EXHIBIT "A"

Geniv - STATE OF WISCONSIN  
 DEPARTMENT OF NATURAL RESOURCES  
 Brown County Parcel Number  
 W-351

Part of the parcel described in Brown County register of deeds Document Number 1795368, being part the Southeast Quarter of the Southeast Quarter (SE 1/4-SE 1/4) of Section 5, Township 21 North, Range 20 East, more particularly described as follows: as shown on the attached Exhibit "A"

A 12 foot wide easement strip, the centerline of which is described as follows:

Commencing at the Southeast corner of Lot 65 of East Greenleaf Assessor's Plat, thence Northwestwardly, 225 to a point on the Northernly right of way line of Klaus Street; thence S 9° W, 400'; thence N 80° W, 66' to a point on the East property line, also being the Point of Beginning; thence continuing N 80° W, 50' to the West property line and Point of Termination.



Prepared By:  
**integrus**  
 INTEGRUS BUSINESS  
 SUPPORT, LLC  
 SURVEYING SERVICES

For:  
**Wisconsin Public  
 Service Corporation**  
 Public Service  
 004-4100-100

700 High Avenue Street  
 P.O. Box 1800  
 Green Bay, WI 54301-2000  
 Phone: 920-497-7200



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**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** June 13, 2013  
**REQUEST TO:** Education and Recreation Committee  
**MEETING DATE:** July 1, 2013  
**REQUEST FROM:** Douglas R. Hartman  
Assistant Park Director

**REQUEST TYPE:**  New resolution  Revision to resolution  
 New ordinance  Revision to ordinance

**TITLE:** RESOLUTION TO APPROVE A CONSENT TO EASEMENT FOR A NON-EXCLUSIVE UNDERGROUND ELECTRICAL LINE EASEMENT BETWEEN THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES AND WISCONSIN PUBLIC SERVICE CORP

**ISSUE/BACKGROUND INFORMATION:**

The WDNR needs Brown County as the holder of an easement interest on the Fox River Trail to consent to any easements that they generate. This trail connector will not affect Brown County's interest in any way.

**ACTION REQUESTED:**

Approve the consent to easement.

**FISCAL IMPACT:**

**NOTE:** *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. Is there a fiscal impact? Yes X No
  - a. If yes, what is the amount of the impact? N/A
  - b. If part of a bigger project, what is the total amount of the project? N/A
  - c. Is it currently budgeted? Yes No
    1. If yes, in which account? N/A
    2. If no, how will the impact be funded? N/A

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**No. 10b -- RESOLUTION REGARDING REORGANIZATION OF THE PORT AND SOLID WASTE DEPARTMENT**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE  
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the Human Resources Department received a request from the Director of Port and Solid Waste to review the department's structure; and

WHEREAS, the current Port and Solid Waste table of organization includes 1.00 FTE Director of Port and Solid Waste, 1.00 FTE Port Manager (currently vacant), 2.00 FTE Facility Manager, 2.00 FTE Solid Waste Technician, 1.00 Account Clerk I, 1.90 FTE Scale Operator, 3.00 FTE Household Hazardous Waste Facility Aide, 0.58 FTE Clerk/Typist II, 1.00 FTE Co-op Student/Student Intern; and

WHEREAS, the Human Resources Department in conjunction with the Director of Port and Solid Waste conducted a thorough evaluation of the structure and needs of the department and the duties of the positions (study attached); and

WHEREAS, the current structure is inflexible and creates a silo mentality instead of teamwork. Operations have become more complex which requires more teamwork; and

WHEREAS, revised position descriptions and a structure designed for anticipated growth will allow for both employee development and increased strategic business development; and

WHEREAS, the title "Solid Waste" should be changed to "Resource Recovery" to better reflect the department's current activities, updated technology, current focus and strategic intent; and

WHEREAS, Human Resources in conjunction with the Director of Port and Solid Waste recommend the following changes to the Port and Solid Waste table of organization: Delete (1.00) FTE Port Manager, delete (2.00) FTE Facility Managers, delete (1.90) FTE Scale Operators, delete (3.00) Household Hazardous Waste Aids, delete (1.00) FTE Account Clerk I; and

WHEREAS, it is further recommended the following positions be added to the Port and Solid Waste table of organization: Add 1.00 FTE Business Development Manager, add 1.00 FTE Operations Manager, add 5.00 FTE Resource Recovery Associates, add 1.00 FTE Account Clerk II, add 0.42 FTE Clerk/Typist II; and

WHEREAS, it is further recommended the following positions be maintained in the Classification and Compensation Plan as follows: Business Development Manager, Pay Grade 22; Operations Manager, Pay Grade 23; Resource Recovery Associate, Pay Grade 9; and

WHEREAS, the title of Solid Waste Technician should be changed to Resource Recovery Technician; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Port and Solid Waste Department table of organization be changed deleting (1.00) FTE

Port Manager, (2.00) FTE Facility Managers, (1.90) FTE Scale Operators, (3.00) Household Hazardous Waste Aids, and (1.00) FTE Account Clerk I; and

BE IT FURTHER RESOLVED, the following positions be added to the Port and Solid Waste table of organization: 1.00 FTE Business Development Manager, 1.00 FTE Operations Manager, 5.00 FTE Resource Recovery Associates, 1.00 FTE Account Clerk II, and 0.42 FTE Clerk/Typist II; and

BE IT FURTHER RESOLVED, the following positions be maintained in the Classification and Compensation Plan: Business Development Manager, Pay Grade 22; Operations Manager, Pay Grade 23; Resource Recovery Associate, Pay Grade 9; and

BE IT FURTHER RESOLVED, the title of Solid Waste Technician be changed to Resource Recovery Technician; and

BE IT FURTHER RESOLVED, the department be renamed Port and Resource Recovery and the Director's title be changed to Director of Port and Resource Recovery.

**Partial Budget Impact (09/01/13 – 12/31/13):**

<b><u>Position Title</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Port Manager	(1.00)	Deletion	\$(22,124)	\$( 6,496)	\$(28,620)
Facility Manager Pay Grade 19, Step 2	(1.00)	Deletion	\$(18,748)	\$( 6,327)	\$(25,075)
Facility Manager Pay Grade 19, Step 1	(1.00)	Deletion	\$(18,207)	\$( 6,301)	\$(24,508)
Scale Operator	(1.00)	Deletion	\$(11,918)	\$( 5,988)	\$(17,906)
Scale Operator	(0.50)	Deletion	\$( 5,959)	\$( 2,994)	\$( 8,953)
Scale Operator	(0.40)	Deletion	\$( 4,490)	\$( 2,381)	\$( 6,871)
Household Hazardous Waste Aide	(3.00)	Deletion	\$(31,922)	\$(17,772)	\$(49,694)
Account Clerk I	(1.00)	Deletion	\$(12,175)	\$( 6,001)	\$(18,176)
Business Development Manager Pay Grade 22, Step 3	1.00	Addition	\$ 22,233	\$ 6,501	\$ 28,734
Operations Manager Pay Grade 23, Step 3	1.00	Addition	\$ 23,199	\$ 6,549	\$ 29,748
Resource Recovery Associate Pay Grade 9, Step 6	1.00	Addition	\$ 12,168	\$ 6,000	\$ 18,168
Resource Recovery Associate Pay Grade 9, Step 5	0.50	Addition	\$ 5,911	\$ 2,991	\$ 8,902
Resource Recovery Associate Pay Grade 9, Step 4	3.50	Addition	\$ 40,186	\$ 20,881	\$ 61,067
Account Clerk II	1.00	Addition	\$ 13,125	\$ 6,048	\$ 19,173
Clerk/Typist II	0.42	Addition	\$ 4,738	\$ 2,501	\$ 7,239
<b>Partial Budget Impact</b>			<b>\$( 3,983)</b>	<b>\$( 2,789)</b>	<b>\$( 6,772)</b>

**Annualized Budget Impact:**

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Port Manager	(1.00)	Deletion	\$(66,373)	\$(26,096)	\$( 92,469)
Facility Manager Pay Grade 19, Step 2	(1.00)	Deletion	\$(56,243)	\$(24,582)	\$( 80,825)
Facility Manager Pay Grade 19, Step 1	(1.00)	Deletion	\$(54,621)	\$(24,341)	\$( 78,962)
Scale Operator	(1.00)	Deletion	\$(35,755)	\$(21,524)	\$( 57,279)
Scale Operator	(0.50)	Deletion	\$(17,878)	\$(10,762)	\$( 28,640)
Scale Operator	(0.40)	Deletion	\$(13,470)	\$( 8,485)	\$( 21,955)
Household Hazardous Waste Aide	(3.00)	Deletion	\$(95,766)	\$(62,852)	\$(158,618)
Account Clerk I	(1.00)	Deletion	\$(36,525)	\$(21,638)	\$( 58,163)
Business Development Manager Pay Grade 22, Step 3	1.00	Addition	\$ 66,700	\$ 26,144	\$ 92,844
Operations Manager Pay Grade 23, Step 3	1.00	Addition	\$ 69,597	\$ 26,577	\$ 96,174
Resource Recovery Associate Pay Grade 9, Step 6	1.00	Addition	\$ 36,504	\$ 21,635	\$ 58,139
Resource Recovery Associate Pay Grade 9, Step 5	0.50	Addition	\$ 17,732	\$ 10,739	\$ 28,471
Resource Recovery Associate Pay Grade 9, Step 4	3.50	Addition	\$ 120,558	\$ 74,646	\$ 195,204
Account Clerk II	1.00	Addition	\$ 39,374	\$ 22,064	\$ 61,438
Clerk/Typist II	0.42	Addition	\$ 14,214	\$ 8,919	\$ 23,133
<b>Annualized Budget Impact</b>			<b>\$( 11,952)</b>	<b>\$( 9,556)</b>	<b>\$( 21,508)</b>

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,  
 PLANNING, DEVELOPMENT &  
 TRANSPORTATION COMMITTEE  
 EXECUTIVE COMMITTEE

Authored by: Human Resources

A motion was made by Supervisor Dantine and seconded by Supervisor Sieber "to adopt".  
 Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:           \s\ Troy Streckenbach, County Executive          

Date: 7/22/2013

**ATTACHMENTS TO RESOLUTION #10b**  
**ON FOLLOWING PAGES**

Position (number in parenthesis indicates pay grade)	Position Change	Admin	Hourly Rate	Standard Hours	Total FT Salary	Total Salary	FICA @ 7.35%	Retirement Credit 0% (excludes)	Health Ins Adjs @ \$14,983	Dental Ins Adjs @ \$1,200	Life Ins @ 0.2%	Total Fringe Benefits	Total Cost
<b>Annual Impact</b>													
Port Manager (FC19 - ST2)	(1.00)	Admin	31.91	2,080	66,373	(66,373)	(4,878)	-	(4,983)	(1,200)	(133)	(26,096)	(92,469)
Facility Manager (FC19 - ST2)	(1.00)	Admin	27.04	2,080	56,243	(56,243)	(4,134)	-	(4,983)	(1,200)	(112)	(24,582)	(80,825)
Facility Manager (FC19 - ST1)	(1.00)	Admin	26.26	2,080	54,621	(54,621)	(4,015)	-	(4,983)	(1,200)	(109)	(24,341)	(78,962)
Scale Operator	(1.00)		17.19	2,080	35,755	(35,755)	(2,628)	-	(4,983)	(1,200)	(72)	(21,524)	(57,279)
Scale Operator	(0.50)		17.19	2,080	35,755	(35,755)	(1,314)	-	(7,492)	(600)	(36)	(10,762)	(28,640)
Scale Operator	(0.40)		16.19	2,080	33,675	(33,675)	(990)	-	(5,993)	(480)	(27)	(8,485)	(21,955)
HH Hazardous Waste Aide	(3.00)		16.37	1,950	31,922	(95,766)	(7,039)	-	(44,949)	(3,600)	(192)	(62,852)	(158,618)
Account Clerk I	(1.00)		17.56	2,080	36,525	(36,525)	(2,685)	-	(4,983)	(1,200)	(73)	(21,639)	(65,163)
Bus Driver Manager (PG22 - ST3)	1.00	Admin	32.07	2,080	66,700	66,700	4,902	-	4,983	1,200	133	26,144	92,844
Operations Mng'r (PG23 - ST3)	1.00	Admin	33.46	2,080	69,597	69,597	5,115	-	4,983	1,200	139	26,577	96,174
Resource Recovery Associate (PG9 - ST6)	1.00	Admin	17.55	2,080	36,504	36,504	2,683	-	4,983	1,200	73	21,635	58,139
Resource Recovery Associate (PG9 - ST5)	0.50	Admin	17.05	2,080	35,454	17,732	1,303	-	7,492	600	35	10,739	28,471
Resource Recovery Associate (PG9 - ST4)	3.50	Admin	16.56	2,080	34,445	120,658	8,861	-	52,441	4,200	241	74,646	195,204
Account Clerk II	1.00		18.93	2,080	39,374	39,374	2,894	-	14,983	1,200	79	22,064	61,488
Clerk Typist II (increase)	0.42		16.27	2,080	33,842	14,214	1,045	-	6,293	504	28	8,919	23,153
												(9,556)	(21,508)

(11,952)

<b>Partial Year Impact</b>													
<b>09/01/13 - 12/31/13</b>													
Position (number in parenthesis indicates pay grade)	Position Change	Admin	Hourly Rate	Standard Hours	Total FT Salary	Total Salary	FICA @ 7.35%	Retirement Credit 0% (excludes)	Health Ins Adjs @ \$14,983	Dental Ins Adjs @ \$1,200	Life Ins @ 0.2%	Total Fringe Benefits	Total Cost
Port Manager (FC19 - ST2)	(1.00)	Admin	31.91	2,080	66,373	(22,124)	(1,626)	-	(4,983)	(1,200)	(44)	(6,496)	(28,620)
Facility Manager (FC19 - ST2)	(1.00)	Admin	27.04	2,080	56,243	(18,748)	(1,378)	-	(4,983)	(1,200)	(37)	(6,327)	(25,075)
Facility Manager (FC19 - ST1)	(1.00)	Admin	26.26	2,080	54,621	(18,207)	(1,398)	-	(4,983)	(1,200)	(36)	(6,301)	(24,508)
Scale Operator	(1.00)		17.19	2,080	35,755	(11,918)	(876)	-	(4,983)	(1,200)	(24)	(5,988)	(17,906)
Scale Operator	(0.50)		17.19	2,080	35,755	(5,959)	(438)	-	(7,492)	(600)	(12)	(2,994)	(8,953)
Scale Operator	(0.40)		16.19	2,080	33,675	(4,490)	(330)	-	(5,993)	(480)	(9)	(2,381)	(6,871)
HH Hazardous Waste Aide	(3.00)		16.37	1,950	31,922	(31,922)	(2,346)	-	(44,949)	(3,600)	(64)	(11,772)	(49,694)
Account Clerk I	(1.00)		17.56	2,080	36,525	(12,175)	(895)	-	(4,983)	(1,200)	(24)	(6,001)	(18,176)
Bus Driver Manager (PG22 - ST3)	1.00	Admin	32.07	2,080	66,700	22,233	1,634	-	4,983	1,200	44	6,501	28,734
Operations Mng'r (PG23 - ST3)	1.00	Admin	33.46	2,080	69,597	23,199	1,705	-	4,983	1,200	46	6,549	29,748
Resource Recovery Associate (PG9 - ST6)	1.00	Admin	17.55	2,080	36,504	12,168	894	-	4,983	1,200	24	6,000	18,168
Resource Recovery Associate (PG9 - ST5)	0.50	Admin	17.05	2,080	35,454	5,911	434	-	7,492	600	12	2,991	8,902
Resource Recovery Associate (PG9 - ST4)	3.50	Admin	16.56	2,080	34,445	40,186	2,954	-	52,441	4,200	80	20,881	61,087
Account Clerk II	1.00		18.93	2,080	39,374	13,125	965	-	14,983	1,200	26	6,048	19,172
Clerk Typist II (increase)	0.42		16.27	2,080	33,842	4,738	348	-	6,293	504	9	2,501	7,239
												(3,994)	(2,788)
												0.31486	(6,772)

(3,994)

0.31486

(2,788)

(6,772)

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** RESOURCE RECOVERY ASSOCIATE  
**DEPARTMENT:** PORT AND RESOURCE MANAGEMENT  
**REPORTS TO:** PORT AND RESOURCE MANAGEMENT DIRECTOR

**JOB SUMMARY:**

Team member duties are varied based on assignments may include any or all of the following; Responsible for the daily operations, recordkeeping and monthly balances associated with the scale at Solid Waste Transfer Station. Day-to-day operations of the Household Hazardous Waste facility; unloads waste from vehicles; performs basic laboratory analysis on wastes; processes, categorizes, bulks and treats wastes; completes forms and keeps records on personal computer. Consolidates recyclables at the Materials Recycling Facility (MRF) Tipping Floor using heavy equipment and loading recyclables into transfer truck trailers. Assist with gas landfill gas monitoring, leachate recirculation, pumps and jetting, along with other activities at both the east and west landfills. Educating the public regarding department programs. Grounds and facility maintenance

**ESSENTIAL DUTIES:**

- Records data on a personal computer.
- Monitors incoming and/or outgoing loads.
- Opens and closes scale operations daily.
- Performs credit card transactions and receives payments by check.
- Answers the telephone and responds to requests for information.
- Performs general maintenance and does minor repairs on the scale and in the scale house.
- Performs general tasks at the Household Hazardous waste facility, not associated with hazardous waste, such as waste collection, paint bulking, material sorting, cleaning and upkeep of buildings, equipment and grounds.
- Unloads household hazardous wastes from vehicles; verifies to ensure that waste is acceptable for the facility; diverts wastes by cart to processing area. Performs similar functions at Clean Sweeps.
- Consolidates recyclables and loads recyclables into transfer truck trailers.
- Accepts and disperses items for product exchange room; ensures proper waivers are completed.
- Categorizes, treats, packs and bulks wastes.
- Drives department pickup truck, front-end loader and forklift, pushcarts, dollies etc.
- Files records and forms; performs data entry functions and tracks wastes on computer spreadsheet.

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Performs basic laboratory tests to characterize wastes.

Accepts cash payments for various transactions and deposits them in a cash register.

Moves barrels, boxes etc. for waste packing. Moves packed wastes to area for contractor pickup.

Uses and maintains personal protective equipment.

Assists in public education regarding department programs.

Communicates with participants of the program; instructs public in usage of the facility.

Assists in coordinating facility staff workload.

Collects litter and blown recyclables from the Solid Waste and Recycling Transfer Stations and adjoining properties.

Coordinate and oversee maintenance and cleanliness of vehicle fleet and off road vehicles and equipment.

Assist as needed in maintenance at both the east and south landfill leachate and gas collection systems.

**NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

General office equipment.	Scale software
Computer	ph meter
Truck and off-road vehicles	Forklift
Paint can opener & crusher	Aerosol can decanter
Colorimeter testing meter	Other related equipment
Other basic laboratory testing apparatus	Front-end Loader

**License and Certifications:**

Valid Wisconsin Driver's License

Ability to pass certification for OSHA 40-hour HAZWOPER training within six months.

**Knowledge, Skills and Abilities:**

Knowledge of basic chemistry and laboratory procedures.

Knowledge of and ability to utilize a computer and the required scale related software.

Ability to perform full data entry at a rate of 50 net keystrokes per minute.

Ability to learn and perform standard procedures required for scale operations.

Ability to perform basic chemistry/laboratory testing on wastes.

Ability to communicate effectively both orally and in writing.

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Ability to create reports and maintain records.

Ability to drive department trucks, front-end loader, ATV and forklift.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to work independently.

Ability to perform general maintenance and repairs to the scale and the scale house.

Ability to work the required hours of the position.

Knowledge of basic arithmetic.

Knowledge of simple bookkeeping.

Knowledge of general office procedures and filing methods.

**PHYSICAL DEMANDS:**

Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, pushing and pulling, and operating controls.

Frequent bending, reaching and grappling; occasional twisting.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Driving and operating truck, front-end loaders, ATV and forklifts.

Distinguishing people or objects at varied distances under a variety of light conditions.

Withstanding temperature changes in the work environment.

Ability to tolerate exposure to cold, heat, noise, vibration, atmospheric conditions, flammable chemicals, chemical fumes, dust and hazards in the work environment.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 5/24/13

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**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** ACCOUNT CLERK II  
**REPORTS TO:** DIRECTOR OF PORT & SOLID WASTE  
**DEPARTMENT:** PORT & SOLID WASTE

**JOB SUMMARY:**

Performs varied and increasingly responsible bookkeeping, basic accounting, reporting, and related duties involving the maintaining and reconciliation of records and processing documents related to financial transactions, calling for independent judgment, initiative and specialized knowledge in carrying out established procedures or applying laws and regulations; performs related functions as assigned.

**ESSENTIAL DUTIES:**

Performs bookkeeping and clerical duties necessary in maintaining and reconciling of records and processing documents related to financial transactions.

Balances accounts, monthly collection reports and fund accounts; reconciles reports; performs related verifications; and prepares related vouchers; advises individuals of transactions as necessary.

Prepares, verifies, enters and/or requests required transactions related to invoices, local municipalities, local companies and other entities as necessary.

Performs bookkeeping and basic accounting functions; reconciles various general ledger accounts and reports.

Verifies, tabulates, and records invoices, checks, vouchers, orders, receipts and other financial material.

Maintains proper records. Prepares necessary paperwork for annual filings.

Coordinates and maintains systems.

Balances Accounts collected at Department. Prepares and mails vouchers.

Prepares monthly payments.

Prints and prepares payroll information for Payroll.

Prepares annual inventory.

Assists with the preparation of the annual reporting.

Processes general receipts.

Receives and accounts for monies handled; balances cash drawers and maintains daily receipts for various

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payments/transactions; locates and corrects balancing errors; reconciles daily cash control report; performs related tasks.

Compiles data and makes various reports.

Performs receptionist and/or counter duties answering inquiries regarding departmental policies and regulations, or refers inquiries to the proper official or department. Processes various types of customer transactions and performs various follow-up duties as required.

Works with the Information Services Department in implementing programs for computerized procedures for the department in which employed.

**NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

General office equipment  
Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate degree in accounting, plus one year bookkeeping experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Licenses and Certifications:**

None

**Knowledge, Skills and Abilities:**

Knowledge of general office procedures.

Knowledge of bookkeeping and basic accounting practices.

Knowledge of basic data processing techniques and procedures.

Knowledge and ability to use a computer and the required software, including spreadsheet and word processing applications.

Skill in providing good customer service.

Ability to operate a variety of standard office equipment.

Ability to perform full data entry functions at a rate of 80 net keystrokes per minute.

Ability to make fairly complex arithmetic computations.

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Ability to establish and maintain effective working relationships with staff and the public.

Ability to communicate effectively both orally and in writing.

Ability to learn the specialized procedures of the department in which employed.

Ability to work the required hours of the position.

**PHYSICAL DEMANDS:**

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 06/04/13

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**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** OPERATIONS MANAGER – PORT AND RESOURCE MANAGEMENT

**REPORTS TO:** DIRECTOR OF PORT AND RESOURCE MANAGEMENT

**DEPARTMENT:** PORT AND RESOURCE MANAGEMENT

**BARGAINING UNIT:** ADMINISTRATIVE

**JOB SUMMARY:**

Manages projects/programs in the Port and Resource Management areas. Manages operations and contracts associated with the Waste Transfer Station, the Recycling Transfer Station, the Household Hazardous Waste Facility, the Recycling Program, the East Landfill Gas-To-Energy Facility, Bay Port, Renard Isle and the Cat Islands Contained Disposal Facilities. Coordinates related engineering, construction and environmental monitoring projects; plans long term solid waste handling goals and strategies; represents the County relative to adopted policies.

Make adjustment and recommendations to optimize scheduling, maximize service and quality, and to achieve customer satisfaction, productivity, schedule adherence and economic goals. Plans, directs and supervises the operations of the department operations and general maintenance of facilities. Work is performed under the direction of the Director.

**ESSENTIAL DUTIES:**

Plans organizes, assigns and directs the work activities of subordinate staff regarding the operations of all Department operations and facilities.

Enacts contingency plans as needed; identifies potential problems, troubleshoots, escalates issues to management, and participates in post-project analysis of problems providing input for future process improvements.

Keeps Director promptly and fully informed of all problems or unusual matters of significance and takes prompt corrective action where necessary or suggests alternative courses of action which may be taken

Plans, develops and enforces policies and procedures for all operations to ensure smooth efficient daily operations.

Assists in the evaluation and selection of equipment; oversees maintenance and monitors environmental data and plans activities to comply with state and federal regulations for all facilities.

Coordinates operations of facilities with county municipalities; builds and maintains effective working relationships with the same.

Successfully manage all contracts and agreements with local/state/federal governments, businesses and

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institutions.

Plans, analyzes and supervises projects for renovation and remodeling; reads and interprets blueprints and specifications.

Estimates and requisitions replacement parts, supplies and equipment; develops specifications and bid proposals; follows purchase order requirements and procedures in coordination with the Purchasing Office.

Acquires and schedules outside contractors to service technical equipment and satisfy code regulations; maintains proper service inspections and reports

Develops and ensures adherence to facility safety plans and procedures.

Assists in the evaluation and selection of County employees or contractors.

Supervises engineering consultants and construction contractors during planning, siting, design and construction of port, solid waste, recycling, household hazardous waste and related projects.

Coordinate special waste and dredge material disposal applications

Assists the Director in preparation of the annual budget.

Ability to act in the absence of the Director

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

Landfill gas blowers and flares, Gas-to-energy generators  
All-terrain vehicles  
Front-end loader  
Forklift  
Gas and flow meters  
Computer  
General office equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree in Physical Science, Engineering or Earth Sciences, Business Administration, Public Administration or a related field plus two (2) years of experience in operations management, solid waste management; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Licenses and Certifications:**

Valid Wisconsin Driver's License  
Landfill Facility Manager Certification (to be obtained within 6 months)

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OSHA Hazwoper 40 hr. Training Certification (to be obtained within 6 months)

**Knowledge, Skills and Abilities:**

Knowledge of the principles, practices, techniques and economics of solid waste, recycling, household hazardous waste or commercial port management.

Knowledge of engineering construction inspection, design and construction techniques.

General knowledge of State and federal solid waste, recycling or waterborne commerce regulations.

Knowledge of environmental chemistry (preferred but not required).

Knowledge of basic geology, biology, and physics (preferred).

Knowledge of analytical techniques (preferred).

Knowledge of general office procedures.

Knowledge of and ability to utilize a computer especially Excel and Word and other required software.

Ability to communicate effectively both orally and in writing.

Ability to work with minimal direction.

Ability to establish and achieve long-range goals and objectives and to plan, organize and work towards their implementation.

Ability to establish and maintain effective working relationships with officials, staff and the public.

Knowledge of budget preparation, administration and management.

Knowledge of strategic planning.

Strong skills and abilities regarding customer service.

Ability to organize, coordinate and manage people and resources.

Ability to work independently with a high level of expertise.

Ability to work the required hours of the position.

**PHYSICAL DEMANDS:**

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Intermittent standing, walking and sitting with occasional driving.

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Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Withstanding temperature changes in the work environment.

Ability to tolerate exposure to cold, heat, noise, vibration and hazards in the work environment.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

New: 5/24/13

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**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** RESOURCE RECOVERY TECHNICIAN  
**REPORTS TO:** PORT AND RESOURCE MANAGEMENT DIRECTOR  
**DEPARTMENT:** PORT AND RESOURCE MANAGEMENT  
**BARGAINING UNIT:** ADMINISTRATIVE

**JOB SUMMARY:**

Assists in developing, coordinating and implementing programs and projects in the general port, solid waste, recycling and household hazardous waste areas. Performs technical and field operations in the aforementioned areas and other related duties in all weather conditions..

**ESSENTIAL DUTIES:**

Assists in the operation and administration of programs.

Assists in safety and regulatory compliance of assigned operations and programs

Develops and ensures adherence to facility safety plans and procedures.

Coordinate HHW program activities including, budget adherence, scheduling, contract management, supplies, and inventory activities.

Oversee all long-term maintenance responsibilities for facilities and properties

Coordinates miscellaneous programs including waste tire collection, appliance salvaging, land and building leases, property management and landfill leachate line jetting activities.

Assists in public relations and education including conducting public presentations, performing tours, developing public education programs, writing and developing brochures, facts sheets and other educational literature.

Compiles and monitors data from various programs; produces spreadsheets as required.

Assists in the evaluation and selection of equipment; oversees maintenance and monitors environmental data and plans activities to comply with state and federal regulations for all facilities.

Acquires and schedules outside contractors to service technical equipment and satisfy code regulations; maintains proper service inspections and reports

Perform construction supervision duties

Maintain Department scale certifications

Coordinates landfill gas, water and leachate monitoring and management programs at each landfill site,

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the Materials Recycling Facility and the Bay Port Dredged Material Rehandling Facility and compiles data associated with this monitoring.

Assists in the writing of grants, including gathering and assembling information and producing the appropriate documents in the format required by the grant.

Maintain environmental compliance for all facilities.

Performs discharge sampling at the Bay Port Dredged Material Rehandling Facility perimeter and ambient air and gas collection well monitoring at the landfills.

Operates landfill gas-to-energy project, monitoring equipment, pumps and monitors the landfill gas system.

Maintains department equipment, including all vehicles, the all-terrain vehicle, the gas monitoring equipment, the leachate extraction equipment and the landfill gas collection pumps and flares.

Operates landfill leachate extraction system.

Inspects department construction projects.

**NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

General office equipment  
Computer  
Flow meter  
Front-end loader,  
Forklift  
Pickup truck - stick shift and standard  
All terrain vehicles and snowmobile  
Gas monitoring equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree in Public Administration, Physical Resource Management, Solid Waste Management or Environmental Planning plus one year of experience or internship; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Licenses and Certifications:**

Valid Wisconsin Driver's License  
OSHA Hazwoper 40 hr. Training Certification (to be obtained within 6 months)

**Knowledge, Skills and Abilities:**

Knowledge of principles, practices and techniques of recycling, composting, incineration and landfilling.

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Knowledge of basic equipment maintenance procedures.

Knowledge of and ability to utilize a computer and the required software.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff, the public, contractors, regulatory agencies and other levels of government.

Ability to maintain accurate and current records as required.

Ability to plan and schedule work according to priority.

Ability to effectively present information to the public.

Ability to work the required hours of the position.

**PHYSICAL DEMANDS:**

Lifting 75 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

Frequent standing; intermittent walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Withstanding outside temperature changes in the work environment.

Ability to tolerate exposure to cold, heat, noise, vibration and hazards in the work environment.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

New: 5/24/13

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**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** BUSINESS DEVELOPMENT MANAGER – PORT AND RESOURCE MANAGEMENT

**REPORTS TO:** DIRECTOR OF PORT AND RESOURCE MANAGEMENT

**DEPARTMENT:** PORT AND RESOURCE MANAGEMENT

**BARGAINING UNIT:** ADMINISTRATIVE

**JOB SUMMARY:**

Grow the business enterprises of the Department through business development practices, networking, negotiation of contracts and agreements, economic development, grant writing, marketing, and public relations. Economically develop the Port of Green Bay and resource management programs for solid waste and recyclables.

Business activities include solid waste and recycling transfer stations and disposal, household hazardous waste, recycling markets, dredge material disposal and beneficial reuse, port activities and facilities. Explore emerging technologies to keep Department on the leading edge of its varied business enterprises.

**ESSENTIAL DUTIES:**

Plans organizes, assigns and directs the work activities of subordinate staff regarding financial records, payroll, equipment utilization, accounts payable, financial reporting, monthly billing, and reporting.

Manages information services technologies including all computer and website management needs for department. Coordinates all department computer software and hardware revisions, improvements and outlay projects.

Investigate and explore emerging technologies that may be economically and environmentally beneficial to Department business enterprises.

Assist Director in developing business strategies and annual business plans and annual reports.

Coordinates operations of new programs with county municipalities, private businesses and citizens; builds and maintains effective working relationships with the same.

Develops and manages public relations and education including conducting public presentations, performing tours, developing public education programs, writing and developing brochures, facts sheets and other educational literature.

Develop thorough business case evaluation for new programs; include cost estimates, return on investment, funding options, grant opportunities, technical as well as political feasibility of new programs.

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Maintain working relationships with all customers, service providers and others through face-to-face meetings, special events, electronic communications, newsletters, website, etc.

Initiates and negotiates agreements with local governments, businesses and institutions.

Supervises engineering consultants contractors during planning, siting, design and construction of port, solid waste, recycling, household hazardous waste and related projects.

Represents Brown County and promotes county policies and procedures to the media and public; acts as a liaison to municipalities, businesses, citizens and other government agencies; speaks to citizens about solid waste issues; projects a positive and professional image of Brown County.

Assist Director in long-term planning efforts

Ability to act in the absence of the Director.

Assists the Director in preparation of the annual budget.

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

Computer  
General office equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree in Engineering, Business Administration, Public Administration or a related field plus two (2) years of experience in solid waste management. Economic development or port management; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Licenses and Certifications:**

Valid Wisconsin Driver's License  
Landfill Facility Manager Certification (to be obtained within 6 months)  
OSHA Hazwoper 40 hr. Training Certification (to be obtained within 6 months)

**Knowledge, Skills and Abilities:**

Knowledge of general accounting, cost accounting, governmental accounting and budgeting practices and procedures.

Knowledge of computerized management information systems.

Knowledge of principles of budgeting and revenue enhancement.

Knowledge of billing, collections, and other financial functions.

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Knowledge of modern office management, organization, policies, practices and procedures.

Knowledge of budget preparation, administration and management.

Knowledge of strategic planning.

Knowledge of fund raising principles and techniques.

Knowledge of the application and development of grants.

Ability to research emerging technologies and prepare business plans

Knowledge of and ability to utilize computers and automated library systems.

Strong skills and abilities regarding customer service.

Ability to compile and prioritize budget requests and to administer budgets.

Ability to prepare research reports and surveys.

Ability to organize, coordinate and manage people and resources.

Ability to communicate effectively both orally and in writing.

Ability to work independently with a high level of expertise.

Knowledge of the principles, practices, techniques and economics of solid waste, recycling, household hazardous waste or commercial port management.

General knowledge of State and federal solid waste, recycling or waterborne commerce regulations.

Knowledge of analytical techniques.

Knowledge of and ability to utilize a computer especially Excel and Word and other required software.

Ability to work with minimal direction.

Ability to establish and achieve long-range goals and objectives and to plan, organize and work towards their implementation.

Ability to establish and maintain effective working relationships with officials, staff and the public.

Ability to work the required hours of the position.

**PHYSICAL DEMANDS:**

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

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Intermittent standing, walking and sitting with occasional driving.

Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Withstanding temperature changes in the work environment.

Ability to tolerate exposure to cold, heat, noise, vibration and hazards in the work environment.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

New: 5/24/13

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HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

INTERIM HUMAN RESOURCES MANAGER

TO: Lynn Vanden Langenberg  
FROM: Tom Caldie, Human Resources Analyst  
RE: Port and Solid Waste Reorganization  
DATE: 6/4/13

I. Introduction:

- a. The Human Resources Department received a request from Dean Haen, Port and Solid Waste Director, to reorganize the Table of Organization for his department. His analysis shows that changes are needed for the following reasons:
  - i. The title "Solid Waste" needs to be updated to better reflect current activities, updated technology, current focus, and strategic intent.
  - ii. The present structure is inflexible. Departments are functional in nature, which was good in the beginning. However, operations have become more complex, which requires increased teamwork. The present structure creates a "silo" mentality instead of teamwork.
  - iii. New position descriptions and a structure designed for anticipated growth will allow for both employee development and increased strategic business development.
  - iv. Integration is needed both between departments and individual jobs.
    1. Cross-training and team-based decision making will become more necessary as business development increases.

II. Research Completed:

- a. Trends analyses by Dean Haen regarding port and solid resource recovery business development options.
- b. Meetings between Dean Haen, Port and Solid Waste Director, and Lynn Vanden Langenberg, Human Resources Manager, Tom Caldie HR Analyst and Tom Smith, Senior HR Analyst, in March and April of 2013 to discuss departmental, regional, and tri-county waste management trends and how they are affecting growth
- c. Analysis and grading of proposed Job Description Titles by Tom Caldie, reviewed by Senior Analyst and HR Manager.

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III. Research Findings:

- a. Larger operations normally require a separation of operations, development, and finance functions.
- b. Managers need to focus on developing larger, growing departments which will eventually become divisions.
  - i. Divisions will allow managers to focus strategically on either business development or operations.
- c. Business development needs a dedicated position focusing on strategic growth.
- d. As resource recovery operations become larger and more complex, job descriptions become more complex.
- e. The number and type of financial transactions are both increasing.
- f. Employees need to be cross-trained. More flexible job titles at lower levels can create a "pool" of highly skilled associates. An apprentice-type curriculum tied to job description duties at each level within the job family would create opportunities for employee development and potential career advancement.

IV. Discussion:

- a. The following changes have been recommended by the Director of Port and Solid Waste for the reasons above:
  - i. Department Name: From "Port and Solid Waste" to "Port and Resource Recovery."
  - ii. Positions:
    - 1. From "Port and Solid Waste Director" to "Port and Resource Recovery Director."
    - 2. From (2) "Facility Manager" positions to:
      - a. (1) "Business Development Manager" and
      - b. (1) "Operations Manager"
    - 3. From (2) "Solid Waste Technician" positions to:
      - a. (2) "Resource Recovery Technician"
    - 4. From (1.9) "Scale Operator" and (3) Hazardous Waste Aides, to:
      - a. (5.0) "Resource Recovery Associates"
    - 5. From (1) "Account Clerk I" to
      - a. (1) "Account Clerk II"
    - 6. From (.58) "Clerk Typist II" to
      - a. (1) "Clerk Typist II"
    - 7. From (1) "Co-op Student Intern" to
      - a. Unchanged

- V. Findings: Due to the Port Manager position being eliminated and duties combined with the Director of Port and Solid Waste position and distribution of work to other positions, budget impact for the last four months of 2013 and FY 2014 is negative.

BUDGET IMPACT (See attached spreadsheet)

10b

**No. 10c -- RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION PUBLIC SAFETY COMMUNICATIONS ASSISTANT DIRECTOR OF PUBLIC SAFETY COMMUNICATION**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the Public Safety Communications Department table of organization currently includes a total of 74.00 FTEs; and

WHEREAS, the Public Safety Communications Department is a critical function of Brown County, serving the county's Sheriff, Law Enforcement, Fire Departments and Emergency Response teams; and

WHEREAS, the Public Safety Communications Department has been directed by the County Board of Supervisors to evaluate the management structure of the department; and

WHEREAS, the Human Resources Department in conjunction with the Public Safety Communications Director have evaluated the structure and the needs of the department; and

WHEREAS, the evaluation results support the addition of 1.00 FTE exempt Assistant Director of Public Safety Communications position; and

WHEREAS, it is recommended the position be maintained in Pay Grade 24 of the Administrative Classification and Compensation Plan; and

WHEREAS, the 2013 budget included funding for this position in the Salary Adjustment line effective April 1, 2013 at \$28.42 per hour.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the addition of 1.00 FTE Assistant Director of Public Safety Communications position to the Public Safety Communications table of organization.

BE IT FURTHER RESOLVED, the position be maintained in Pay Grade 24 of the Administrative Classification and Compensation Plan.

BE IT FURTHER RESOLVED, the table of organization be amended to delete (0.25) FTE Communications Manager as of March 31, 2013, and (0.75) FTE Salary Adjustment to offset the addition of 1.00 FTE Assistant Director of Public Safety Communications.

**2013 Partial Budget Impact (07/01/13 – 12/31/13):**

<u>Position Title</u>	<u>FTE</u>	<u>Addition/Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Salary Adjustment Funds \$28.42/hour @ 1,560 hours	(0.75)	Deletion	\$(44,336)	\$(18,759)	\$(63,095)

Assistant Director of Public Safety Communications Pay Grade 24, Step 3	1.00	Addition	\$ 36,255	\$ 13,508	\$ 49,763
<b>2013 Prorated Budget Impact</b>			<u>\$( 8,081)</u>	<u>\$( 5,251)</u>	<u>\$(13,322)</u>

**Annualized Budget Impact:**

<b><u>Position Title</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Salary Adjustment Funds \$28.42/hour @ 1,560 hours	(0.75)	Deletion	\$(44,336)	\$(18,759)	\$(63,095)
Communications Manager Pay Grade 20, Step 2 \$28.42/hour @ 520 hours	(0.25)	Deletion	\$(14,779)	\$( 6,253)	\$(21,032)
Assistant Director of Public Safety Communications Pay Grade 24, Step 3	1.00	Addition	\$ 72,510	\$ 27,012	\$ 99,522
<b>Annualized Budget Impact</b>			<u>\$ 13,395</u>	<u>\$ 2,000</u>	<u>\$ 15,395</u>

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,  
PUBLIC SAFETY COMMITTEE  
EXECUTIVE COMMITTEE

Authored by: Human Resources

Final Draft Approved by Corporation Counsel

A motion was made by Supervisor Buckley and seconded by Supervisor La Violette "to adopt".  
Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:           \s\ Troy Streckenbach, County Executive                                Date: 7/22/2013

**ATTACHMENTS TO RESOLUTION #10c**

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** ASSISTANT DIRECTOR OF PUBLIC SAFETY COMMUNICATIONS  
**REPORTS TO:** DIRECTOR OF PUBLIC SAFETY COMMUNICATIONS  
**DEPARTMENT:** PUBLIC SAFETY COMMUNICATIONS  
**REPRESENTATION UNIT:** ADMINISTRATIVE

**JOB SUMMARY:**

Under the direction of the Public Safety Communications Director, manages the day to day operations of the emergency communications center and acts as Director, in Director's absence.

**ESSENTIAL DUTIES:**

Oversees the employee training program ensuring current and new employees are trained in the proper methods and procedures.

Evaluates performance of staff; performs corrective actions and terminations of staff as appropriate.

Direct supervision of the Communications Supervisors

Assists in establishing and modifying department policies and procedures

Ensures the policies and procedures of the various dispatch positions are standardized

Makes decisions on commendations and disciplinary action as appropriate.

Coordinates the hiring of department operations person

Provides technical and operational input for the budget process.

Informs staff and ensures implementation of new policies and procedures relating to emergency communications operations

Develops technical specifications form CAD, phone, and other dispatch software purchases

Prepares 5-year Capital Budget Plan

Serves as Project Manager for Capital Projects

Monitors compliance with regulatory standards and statutes to maintain required certifications for operation Ensures that all complaints are investigated and addressed according to Policy and Procedures.

Manages the installation, operation and maintenance of Communications Center equipment.

Assists the director in preparing and administering the Public Safety Communications Center budget.

Develops and implements a public information program for citizen access to the 911 system and makes public presentations.

In Director's absence, attends advisory and legislative board and committee meetings.

**NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

Telecommunication equipment

General office equipment

Computer

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

Bachelor's Degree in Business Administration, Criminal Justice, Public Administration or related field required, six years' experience in emergency dispatch center, plus four years supervisory experience. Completion of the NAED Communication Center Manager Course preferred. Experience with a multijurisdictional computer assisted dispatch and enhanced 9-1-1. Or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

### **Licenses and Certifications.**

APCO Communications Training Officer (CTO)  
TIME System Certified  
Emergency Medical Dispatch (EMD) Certified

### **Knowledge, Skills and Abilities:**

Knowledge of public safety radio and computer-aided dispatching methods, systems, and equipment.

Knowledge of Public Safety Answering Point (PSAP) phone systems

Knowledge of principles and practices of law enforcement, fire and EMS dispatching in a metropolitan, rural, full-time and volunteer context.

Knowledge of all phases of emergency communications.

Knowledge of state, federal and local laws, rules, statutes, and regulations as it relates to public safety telecommunications.

Knowledge of supervisory personnel practices and procedures.

Knowledge of fiscal budgeting principles and practices.

Knowledge of basic data and emergency processing principles.

Knowledge of capital and operational budgeting and basic accounting procedures

Knowledge of and ability to utilize a computer and required software.

Ability to manage time and organize workloads to ensure completion and accuracy.

Ability to communicate clearly and effectively both orally and in writing.

Ability to interpret and analyze programs, policies, and procedures regarding personnel and fiscal matters.

Ability to develop training and procedural documents for the department.

Ability to establish and maintain effective working relationships with staff, officials from

other municipalities and the public.

Ability to interpret data produced by data processing systems.

Ability to work the required hours of the position, including being on call for 24/7 operations

**PHYSICAL DEMANDS:**

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting and squatting; occasional climbing.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested perform job-related responsibilities and tasks other than those stated in this description.

Revised: 05/15/13

**No. 11 -- Closed Session. None.**

**No. 12 -- SUCH OTHER MATTERS AS AUTHORIZED BY LAW. None.**

**No. 13-- BILLS OVER \$5,000 FOR PERIOD ENDING JUNE 30, 2013**

A motion was made by Supervisor Hopp and seconded by Supervisor Jamir “**to pay the bills for the period ending June 30, 2013**”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 14 -- CLOSING ROLL CALL.**

Present: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Zima, Vander Leest, Evans, Buckley, Landwehr, Dantine, La Violette, Williams, Kaster, Van Dyck, Jamir, Robinson, Clancy, Campbell, Moynihan, Lund, Fewell

Excused: Steffen, Carpenter

Total Present: 24

Total Excused: 2

No. 15 -- ADJOURNMENT TO WEDNESDAY, JULY 31, 2013, AT 6:00 P.M.,  
LEGISLATIVE ROOM #203, CITY HALL, 100 NORTH JEFFERSON STREET,  
GREEN BAY, WISCONSIN FOR GRIEVANCE SESSION.

A motion was made by Supervisor Williams and seconded by Supervisor Lund “**to adjourn to the above date and time**”. Voice vote taken. Motion carried unanimously with no abstentions.

Meeting adjourned at 7:44 p.m.

ls\ Sandra L. Juno  
Brown County Clerk